



EMPLOYMENT OPPORTUNITY

FIRE DISPATCHER (HOURLY)

PART-TIME

Recruitment Number: 04-100

Salary: \$19.05 - \$23.16/Hourly

Filing Deadline: 5 PM, MONDAY, JUNE 28, 2004

POSITION SUMMARY

The City of Chula Vista is currently accepting applications for part-time hourly Fire Dispatchers to fill-in for full-time Dispatchers on leave (i.e. vacation, sick, etc.). Employees will be needed to cover various shifts in the 24-hour dispatch center, including evenings, Saturdays, Sundays and holidays. (Employees who maintain their full-time job can be scheduled for evening and/or weekend shifts.) **This is a part-time, hourly un-benefited position.**

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following: use a computerized terminal, radio system, database and telephone equipment; receive emergency and non-emergency calls from the public; determine the nature and location of the incident, prioritize and dispatch appropriate fire and medical units, and advise callers about what to do until help arrives. Dispatchers must also build and maintain positive working relationships with both the public and their co-workers.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of education and experience equivalent to completion of the twelfth grade and a minimum of one year of responsible clerical, administrative, public information or emergency service, including radio/telephone communications. Public safety experience is preferred. **A copy of a typing certificate of at least 40 NWPM dated within the past two years must be submitted along with the application.** Online typing certificates, or those that do not follow the International Typing Contest Rules are not accepted. Applications that do not include certificates will be automatically disqualified.

Knowledge, Skills and Abilities – Knowledge of basic terminology used in communication systems including radio, telephone, paging, computer and other related equipment; landmarks and boundaries of the Chula Vista area; the English language, including spelling, grammar and punctuation; and computerized data entry and retrieval systems used in dispatch communications and operations. Ability to learn City dispatch codes, policies and procedures, as well as memorize names, locations and other detailed information; multi-task and obtain accurate information during stressful situations including calls from emotionally distraught people.

PHYSICAL DEMANDS

Dispatchers are required to sit at a communications console on a continuous basis and intermittently twist and reach for office equipment. These professionals wear a telephone headset and must be able to understand and distinguish what callers are saying, despite foreground and background noise. Dispatchers must be able to verbally communicate effectively over the radio or telephone while monitoring video display terminals.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. The selection process includes the CritiCall performance test, thorough background check, voice stress analysis and interviews. All notifications will be sent via standard US mail.

Part-time/temporary employees participate in the Public Agency Retirement System (PARS). This is in lieu of PERS or Social Security (although employees do contribute to MediCare). The City and the employee each contribute 3.75% of the employee's salary to the PARS.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.ci.chula-vista.ca.us • **Job Hotline: (619) 691-5095**

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